

AzCA/AzAA Interns

An Arizona Citizens for the Arts Internship offers undergraduate students, graduate students, and recent college graduates the opportunity to participate in the operations of the state's premier arts advocacy organization. Through a combination of learning experiences, work projects, and group collaborations, interns become integral members of our team. Program benefits may include career support, member services, and a series of leadership discussions with staff. Interns are expected to participate in daily activities, contribute skills and ideas, and produce excellent work, all while preparing to become the next generation of arts, nonprofit, and cultural leaders.

Compensation: AzCA/AzAA Internships are unpaid. Program benefits may include personal career mentoring from/by AzCA/AzAA staff, as well as complimentary registration for special events. You may also be eligible for university credit for your internship (course/credit must be identified and arranged by intern with counsel from his/her university advisor).

Dates of service: January 2008 through May 2008 (with the possibility to continue). Positions may be renewed or reposted.

Number of hours per week; schedule: 5-12 (to be identified at the time of posting); weekly schedule to be determined by intern and supervisor.

Location: AzCA/AzAA offices at 514 West Roosevelt; Phoenix, AZ 85003

The deadline to apply is January 1st, 2008. Please see the detailed position descriptions and information regarding how to apply.

Public Policy Intern will gain experience in working with public policy issues in support of lobbying and advocacy efforts on behalf of arts and arts education. The position will be specifically responsible for coordinating with elected officials for AzAA programs and events such as Arizona Arts Congress, National Arts Advocacy Day and the Governors Arts Awards Dinner:

- Work with the staff of Arizona Citizens for the Arts on state and national advocacy activities.
- Contact legislators
- Assist with the building and maintenance of state arts advocate database
- Coordinate logistics between state legislators and constituents for AzAA programs
- Draft and distribute arts action alerts to mobilize advocates statewide
- Monitoring legislative activities, including bills and measures, that pertain to the arts and arts education
- Complete research projects as assigned, including updating and maintaining various databases, collecting information about legislative activity and political candidates

The ideal intern candidate will be enrolled in an undergraduate program that is applicable to the field (including, but not limited to: political science, communications/public relations, or liberal arts). The candidate should possess interest in advocacy and/or the nonprofit sector.

Event /Marketing Intern

The meetings and events intern will gain experience in event planning in a variety of forms, specifically through working on Arizona Citizens for the arts events, such as the 2008 Arizona Arts Congress and Governors Arts Awards Dinner:

- Assist AzCA staff in various stages and aspects of event production
- Assist in coordinating and executing promotional and solicitation efforts for fundraising activities.
- Member services coordinating, including follow-up on membership dues and distribution of member benefits.
- Assist with website updates, meeting and event research projects, event logistics, and administrative tasks.
- Confirm and track event attendance and registration.
- Work with staff for onsite logistical duties such as registration, set-up and trouble shooting.

The ideal intern candidate will be enrolled in an undergraduate program that is applicable to the field (including, but not limited to: fundraising, event management, hospitality/hotel management, communications/public relations, or liberal arts). The candidate should possess interest in event planning and/or the nonprofit sector.

Qualifications:

- ◆ Undergraduate student, graduate student, or college graduate
- ◆ Experience and interest in nonprofit administration and/or cultural public policy
- ◆ Excellent verbal and written communication skills
- ◆ Strong organizational skills and the ability to work independently as well as in a team environment
- ◆ Ability to establish priorities and juggle numerous assignments at one time
- ◆ Knowledge of Microsoft Outlook and Microsoft Office.

If you are interested, please submit the following via email or mail by December 30, 2007 :

1. A *one page* letter of inquiry, speaking to coursework, experience, or special interests related to the posted position
2. A resume or CV
3. A list of at least three professional/academic references (contact info only: names, titles, phone numbers, email addresses; letters of reference not required)

Email your materials to: info@azcitizensforthearts.org with a subject line that pertains to your application: **Public Policy Intern or Event/Marketing Intern.**

OR mail your materials to:

Arizona Commission on the Arts
Attention: AzCA Internships
Arizona Citizens/Action for the Arts
514 W. Roosevelt
Phoenix, AZ 85003
602-253-6535 phone
602-253-6547 fax